



**Procedures for Processing**  
**MARCORLOGCOM HQ**  
**Requests for Personnel Actions (RPAs)**  
**And**  
**Table of Organization Change Requests (TOCRs)**

3 April 2006

## **Current LOGCOM HQ Manpower Guidance**

- a. CG, MARCORLOGCOM ltr L40/5310 dtd 21 Dec 2005 - "Reduction of Direct Funded Overhire Positions"
- b. CG, MARCORLOGCOM ltr L40/5310 dtd 21 Dec 2005 - "Recruit/Fill Selection Certificates Held Over 30 Days"
- c. MARCORLOGCOM HQ Staff Regulations

### **Manpower Definitions**

- a. Position Management. A systematic approach for determining the number of positions needed, the skill and knowledge requirements of those positions, and the grouping of duties and responsibilities among positions.
- b. Position Management Review (PMR). The study, analysis, and evaluation of positions within an organization.
- c. Position. An aggregate of logically ordered duties and responsibilities officially assigned to an individual employee.
- d. Organizational Structure. The overall ordering of positions within officially approved organizational units based on considerations of mission, function, reporting relationships, work flow, workload, span of control, and the relationship of such units to each other.
- e. Letter of Allowance. A CMC document issued along with the budget cycle which provides commands with an estimate of civilian personnel requirements. It allocates civilian resources in terms of Full-Time Equivalents (FTE) and End-Strength.
- f. End-Strength. The number of personnel on board on the last day of the accounting period (i.e. end of month, end of fiscal year).
- g. Full-Time Equivalent. A restatement of end-strength, taking into account the difference between accessions (gains) and attritions (losses) based on the requirement to meet authorized end-strength totals by fiscal year end.
- h. Request for Personnel Action (RPA). An interactive electronic form that automates the creating, editing, approving, coordinating, and tracking of personnel actions.
- i. Authorized Hardline Position. A position that has a funded billet authorization on the Letter of Allowance (LOA).

j. Overhire Position. A position that does not have a funded billet authorization on the LOA. Overhires are established in addition to authorized hardlines and are usually approved to meet a temporary mission/function requirement.

k. Table of Organization (T/O). Official record of assigned billets.

**Information Required to be Included in RPAs  
Routed to the Manpower Office**

For the use of the Manpower Office, the following information should be included in the "Notes" section of each RPA as applicable. Additional information may be included as desired by the organization or required by the Civilian Human Resources Office (CHRO).

All RPAs should include:

Official T/O Line number - Billet Identification Code (BIC)  
Location (Dept/Div) identified down to the lowest level  
Current (Approved) title/series/grade  
Employee's name (if applicable)  
Position Management Review (PMR) Processing Form Number (if applicable)  
Position Description (PD) Number  
Unit Identification Code (UIC)  
Org Code

Realignment RPAs should also include:

Organization location realigned from and to  
Official T/O Line number (BIC) realigned from  
Official T/O Line number (BIC) realigned to

Reassignment RPAs should also include:

Organization location from and to  
Official T/O Line number (BIC) reassigned from  
Official T/O Line number (BIC) reassigned to

Details and Temporary Promotions should also include:

Official T/O Line number (BIC) detailed or temp promoted from  
Official T/O Line number (BIC) detailed or temp promoted to  
Effective date  
Not to exceed date

Separation (Retirement/Resignation) RPAs should also include:

Effective date

**Procedures for Processing RPAs  
For Awards**

Examples: Quality Step Increase (QSI)/Cash Award

1. Organizations will initiate an RPA and route it to the Civilian Human Resources Office (CHRO) "LER" group box.

**Procedures for Processing RPAs  
That Do Not Impact the Approved Grade, Title, and/or Series  
Of an Existing Hardline Position**

Examples: Name Change/Retirement/Resignation/Recruit-Fill/Detail/Temporary Promotion/Leave Without Pay (LWOP)

1. Organizations will initiate an RPA and include all required information in the "Notes" section as applicable.
2. Organizations will route the RPA to the Manpower Office group box "SERA67004MP".

**Procedures for Processing RPAs  
That Do Impact the Approved Grade, Title, and/or Series  
Of an Existing Hardline Position or That Create  
New Positions**

Examples: Recruit-Fill, Salary Change (for accretion of duties)

1. Organizations will first prepare a Position Management Review (PMR) Processing Form (enclosure (1)), a Position Management Checklist for Encumbered Positions (enclosure (2)) or a Position Management Checklist for Vacant/Newly Established Positions (enclosure (3)) as applicable, an Accretion of Duties Questionnaire, if applicable, (enclosure (4)), and forward them (electronically or manually) to the Manpower Office with a copy of both the old (if applicable) and the new or rewritten position description (PD). COREDOC should be used to the extent possible for preparation of PDs. **An RPA should not be submitted to the Manpower Office at this time.**

2. The Manpower Office will perform a PMR and provide a recommendation to Mr. Madden for his approval.

3. If Mr. Madden approves an action that increases an existing grade, changes an existing title or series, or that creates a new position, the Manpower Office will return the PMR Processing Form and any applicable documentation to the Requesting Organization advising them of Mr. Madden's approval.

a. The Requesting Office can then submit a Table of Organization (T/O) Change Request (see enclosure (5)) to the Manpower Office in accordance with the guidance provided below.

b. When the Manpower Office has processed the T/O Change Request, they will advise the Requesting Organization to initiate and submit an RPA to the Manpower office group box "SERA67004MP".

c. The Manpower Office will forward the RPA to the CHRO group box "POD" for processing.

4. If Mr. Madden disapproves an action that increases an existing grade, changes an existing title or series, or that creates a new position, the Manpower Office will return the PMR Processing Form and any applicable documentation to the Requesting Organization advising them of the disapproval. The Requesting Organization may pursue the action through the chain of command.

## Procedures for Processing T/O Change Requests

1. T/O change requests that impact/change the approved grade, title, series, and/or funding status of an existing authorized hardline or overhire position (i.e. accretion of duties) - or - that create new positions:

a. The Requesting Organization **should not** submit a T/O change request to effect the above type actions to the Manpower Office unless a PMR Processing Form and other associated paperwork described herein has been completed and processed as described above.

b. If the Requesting Organization does have a completed PMR Processing Form that identifies revised grade, title, and/or series, they may then submit a T/O change request to the Manpower Office using the format provided in enclosure (5). The T/O change request may be submitted electronically or manually.

c. The Manpower Office will make the applicable changes to the local working version of the T/O and advise the Requesting Office when the changes have been made and advise them to submit RPAs as required.

d. The Manpower Office will provide an updated T/O to CHRO as required.

2. T/O change requests to effect billet realignments, reorganizations, organization name changes and other actions not included above:

a. The Requesting Organization will submit a T/O change request using the format provided in enclosure (5) to the Manpower Office. The T/O change request may be submitted electronically or manually. An RPA **should not** be submitted at this time.

b. The Manpower Office will ensure the requested changes are organizationally sound and make applicable changes to the local working version of the T/O or recommend alternatives to the requested changes. The Manpower Office will advise the Requesting Organization when the changes have been made to the T/O.

c. The Manpower Office will provide an updated T/O to CHRO as required.

## Position Management Checklist For Encumbered Positions

Please complete this Checklist by answering each question and providing requested data. Return completed list and accompanying data/information to the G1 (L40).

1. Activity (Div, Br, Sect, etc.)	T/O Line No.
_____ ,	_____
Current Position Title	Series and Grade
_____ ,	_____
Proposed Position Title	Series and Grade
_____ ,	_____

2. Is this a managerial position?  
**Yes**                      **No**

3. Is this position critical to the assigned mission of the organization? If **yes**, provide explanation and your interpretation of how the position supports the organizational mission.  
**Yes**                      **No**

EXPLANATION:

4. Are the presently described duties of the position compatible with the assigned mission of the organization? If **no**, provide explanation.  
**Yes**                      **No**

EXPLANATION:

5. Are there other positions within the specific work area that are performing similar type work?

Encl (2)



*If **yes**, list the positions, and provide brief explanation why work was not assigned (on individual basis).*

**Yes**                      **No**

EXPLANATION:

6. Have you considered competing to ensure all qualified candidates have an opportunity for promotion? If **no**, provide justification for non-competition.

**Yes**                      **No**

EXPLANATION:

7. Can these duties be reallocated to other civilian or military personnel? *If **No**, provide brief justification to include list of positions included, and methodology used to rule out redistribution of workload.*

**Yes**                      **No**

JUSTIFICATION:

8. If currently encumbered, was the position listed as "current" on the last performance appraisal review?

**Yes**                      **No**

9. Is the position being recruited for at the lowest possible entry level? *If **No**, provide brief justification.*

**Yes**                      **No**

JUSTIFICATION:

10. If this request is to re-describe, reclassify, upgrade, or establish a new position, complete the following. *If not, skip and go to item 11.*

(a) What responsibilities or duties have changed which warrant this request?

(b) What changes in policy, program, or operations required change in the duties and responsibilities of this position?

(c) Who tasked or where did the additional duties originate?

(d) What other options were considered?

(e) Identify vacant billets that could be downgraded to offset this new position/upgrade:

T/O Line #	Position Title	Series/Grade

11. Have funds been authorized by the P&R Dept?  
**Yes**                      **No**

12. Can you provide an example of technology insertions within the respective organization to enforce continued efforts for advancing efficiencies. *(If yes, explain.)*  
**Yes**                      **No**

EXPLANATION:

13. Will changes to the subject position result in de- layering your organization? *(If yes, explain/diagram.)*  
**Yes**                      **No**

EXPLANATION:

14. Is the position considered a Deputy or an Assistant to the Manager/Director/Head?

Yes No

**Position Management Checklist  
For Vacant/Newly Established Positions**

Please complete this Checklist by answering each question and providing requested data. Return completed list and accompanying data/information to the G-1 (L40).

1. Activity (Div, Br, Sect, etc.)	T/O Line No.
_____	_____
Proposed Position Title	Series and Grade
_____	_____

2. Is this a managerial position?  
**Yes**                      **No**

3. Is this position critical to the assigned mission of the organization? If **yes**, provide explanation and your interpretation of how the position supports the organizational mission, and products and services.  
**Yes**                      **No**

EXPLANATION:

4. Are the described duties of the position compatible with the assigned mission of the organization?  
*If no, provide explanation.*  
**Yes**                      **No**

EXPLANATION:

5. Are there other positions within the specific work area that are performing similar type work?  
*If yes, list the positions, and provide brief explanation why work was not assigned (on individual basis).*  
**Yes**                      **No**

EXPLANATION:

7. Have you made an attempt to reallocate duties described in this position to other civilian or military personnel? *If **Yes**, provide brief justification to include list of positions considered - to what extent, and conclusions derived why you did not chose to redistribute workload.*

**Yes**            **No**

JUSTIFICATION:

9. Is the position being recruited for at the lowest entry level? *If **No**, provide brief justification why.*

**Yes**            **No**

JUSTIFICATION:

10. If this request is to re-describe, reclassify, upgrade, re-engineer the vacated billet's position description, complete the following. *If not, and position is entirely new, along with billet authority - skip and go to item 11.*

(a) What responsibilities or duties have changed that warrant the change?

(b) What changes in policy, program, or operations required the change in the duties and responsibilities of this position?

(c) Who tasked or where did the additional/different duties originate?

(d) What other options were considered?

11. Has labor funding been authorized for this position by the P&R Department? *(If yes, please provide your POC)*

**Yes**                      **No**

12. Will filling this vacant position in your organization help to de-layer? *(If **yes**, explain.)*

**Yes**                      **No**

EXPLANATION:

14. Is the position considered a Deputy or a Technical Assistant to the Manager/Director/Head?

Yes   No

15. Is the position administrative in nature?

## **Accretion of Duties Questionnaire**

Current title, series, grade:

Requested title, series, grade:

Ref. (a) CFR 335.103

(b) OCPM Eastern Region Meeting Notes: Accretions of Duty Promotions

(c) OCPM Eastern Region Guidance/Advice Memorandum #63

1. Where did the new duties come from?
2. What was the reason for assignment of new duties?
3. Did the additional duties adversely affect another encumbered position?
4. Is the accretion from a one-grade interval position to a two-grade interval position?
5. Does the accretion change the occupational series? Is yes, how closely related are the occupational series?
6. Is the accretion to a vacant higher level position (if so, it is not an accretion)?
7. Is the accretion from an Identical Addition (IA) position? If so, how are the other positions affected?
8. Is the accretion from a non-supervisory position to a supervisory position?
9. Is the accretion from a non-leader position to a leader position?
10. Does the promotion result from application of new classification standards?
11. Does the accretion result in a move across organizational lines?
12. What was the basis for the classification (grade/series) of the replaced position description?
13. Were the major duties of the old position absorbed in the new position, and the former position cancelled?

Encl (4)

14. Could management have reasonably known that the new duties were higher level before they were assigned?
15. Does the new position have known promotional potential?
16. Is there a career ladder in the organization for the work performed?
17. Has the incumbent received other accretion promotions?
18. Are there other eligible candidates for the position within the typical merit promotion are of consideration?
19. Is there a substantial number of accretion of duty promotions in the organization?
20. Does the action have the appearance of fairness?

Recommendation to Approve/Disapprove

Signature of manager	Date

(ONLY ACTIONS APPROVED AS ACCRETION OF DUTIES PROMOTIONS ARE TO BE FORWARDED. NON-COMPETITIVE PROMOTIONS ACTIONS NOT APPROVED ARE TO BE FORWARDED UNDER THE STANDARD RECRUITMENT PROCESS)

Signature of Specialist
Date

This checklist and supporting documentation are maintained at the HRO/Activity and must be immediately available to the HRSC upon verbal request.